

Government Representatives

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FACILITY RENTAL APPLICATION & CONTRACT AGREEMENT

Depot/Kitchen _____ Freight Room/Kitchen _____

Date of Application ____/____/____

Name of Organization _____

Contact Person _____ Phone Number (____) _____

Address _____

Street City State Zip Code

Proposed Use _____ Estimated Attendance (Max Capacity 258) _____

Date Requested ____/____/____ Time Requested _____ am/pm

(1) Week Day/Weekend Day _____ Weekend _____ 4-6 Hours _____

All rentals require a \$100.00 Security Deposit that is due at time of application. There is a 72 hour cancellation period (3) days, if cancellation is not made within the 72 hours there will be a \$25.00 charge for what will be considered a late cancellation!!

All Security Deposits will be refunded if the facilities are cleaned, trash removed, and no damage to the Depot/Freight Room/Kitchen has occurred.

The person or persons to whom the permit is issued shall be responsible for any and all damages to the facility and the Town Property and shall assume the defense of an indemnity and save harmless the Town, its employees and officers from and against any and all claims, liabilities, judgments, cost, cause of action, damages and expenses whether in law or equity or otherwise and shall pay all attorney's fees, court cost, and

other cost incurred in defending such claims, which may occur against, be charged to, be recovered from or sought to be recovered from the Town, its employees and officers for reason of damage to property, personal injury, or death of any arising from the applicant's use of the Town facilities.

I have read and understand the above statements and have been provided with and understand the guidelines governing the use of the Pamplin Depot/Freight Room/ and Kitchen.

CANCELLATION POLICY

Please contact the Town Office at least 3 days prior to the event to cancel your reservation. If not contacted a \$50.00 cancellation fee will be charged.

PLEASE DO NOT DRAG TABLES AND CHAIRS OR SIT ON TABLES

All trash must be collected in trash bags and taken with you. A broom and mop will be left out for any spills. Please check to be sure that the bathrooms are left clean, trash removed, and there are no physical damages (cracks, scrapes, or stains). The building will be inspected (by the attendant), and if it is not cleaned the \$50.00 deposit will not be refunded to the applicant.

RATES

(Mon-Thurs)	\$150.00 (\$50.00 Refundable Security Deposit)
1 Day	\$200.00 (\$100.00 Refundable Security Deposit) – 9a-12a
Full-Weekend - (Fri-Sun)	\$300.00 (\$100.00 Refundable Security Deposit) – Fri-Sun 9a-12a
Community Room	\$ 50 rental fee (\$50.00 Non Refundable Security Deposit)
Other	

DEPOT, FREIGHT ROOM, & KITCHEN POLICY
Pamplin Depot and Town of Pamplin City

PLEASE READ THE FOLLOWING RENTAL CONTRACT AND SIGN BELOW

1. The fire code regulations permit no more than 258 persons in the freight room.
2. **Tobacco** is always prohibited in all parts of the Depot. Failure to comply with will be dealt with by the on-site attendant.
3. **Illicit substances** are prohibited in all parts of the Depot.
4. **Alcoholic beverages are not permitted for consumption** (unless alcohol consumption has been approved by council); renter will assume all responsibility for liabilities due to injuries. Otherwise, it is prohibited at all times on the grounds of the Depot.
5. The Kitchen is a "WARMING" kitchen, (pre-cooked, ready to eat foods are allowed) however, you can bring your own slow cooker.
6. **DO NOT TOUCH ELECTRICAL PANEL BOX OR ANY SWITCHES IN IT.**
7. Do not leave any food or drinks in the refrigerator.
8. You must limit decorations to nothing **taped, tacked, nailed, or stapled** on to any surfaces or walls.
9. You must remove any equipment belonging to you or your group, (decorations, etc.) as soon as you finish using the facility.
10. The renter shall be responsible for the actions of themselves and their guests for the duration of the event or function.
11. The renter is responsible for any/all damages incurred on or around the Depot property.
12. The renter's responsibility is to keep uninvited guests from entering the building and the surrounding property.
13. The allotted time for rental use will not exceed beyond 12 Midnight (in consideration to the surrounding neighborhood/community). Mandatory lights-out at 12 Midnight.
14. Non compliance with any of the above regulations will prevent future rentals of the building.
15. Renter must be 21 years of age or older.
16. The on-site attendant will be present through the duration of the function/event to govern such rules.

If your deposit reimbursement is denied, it can be appealed at the next Town Council meeting held on the first Thursday of each month @ the Depot which begins promptly @ 5:30.

PROOF OF APPLICANT'S LIABILITY INSURANCE

The person(s) to whom this permit is issued shall be responsible for any/all damages made to the Depot, Freight Room, or Kitchen. The person(s) to whom this permit is issued and the organization represented shall not bring any action against the Town of Pamplin, and its agents and/or employees, and shall hold them harmless for any damage or injury rising from the applicant's use of the Town facilities.

Policy Holder: _____

Policy Number: _____

Insurance Company: _____

Agent/Contact Person: _____

Contact Number: () _____ Ext _____

I have read, understood, and will comply with all of the policies, rules, and regulations as presented in this contract agreement of (4) pages that are included, but are not limited to the (attendant's checklist). Should I default on such, I will assume total liability for all waivers and damages incurred by my neglect to abide by them.

Print Name

Signature

Accepted by:

Signature

Date

*****NOTHING TO FOLLOW*****

RULES FOR ON-SITE ATTENDANT

1. Be courteous to the applicant at all times
2. Be fair with rules; do not allow exceptions unless circumstances permit so
3. Give two (2) verbal warnings to applicants if rules aren't followed. If applicant becomes unruly, notify the proper authorities.
4. Never intervene in any confrontations, remove yourself and notify the applicant and/or proper authorities if deemed a logical solution.
5. Follow all attendant check list guidelines.

Attendant please initial: ____ 1st Warning ____ 2nd Warning ____ 3rd Warning

Date: _____ Time: _____

ON-SITE ATTENDANT EXIT CHECKLIST

_____ Check all trash receptacles for proper removal and disposal from premises.

_____ Check for spills, scratches, or cracks that may have been caused by furniture or neglect to control guests behavior.

_____ Check restrooms for water spills, toilet paper/paper towel receptacles are filled, and floors are swept and mopped.

_____ The Town is part of a recycling program therefore, please recycle aluminum cans in the depository located in the kitchen, and bag plastics.

_____ The heat or air is turned to 59 degrees during cold weather, and 84 degrees during warm weather. Instructions for setting the thermostats are posted next to the control panels; return it to the stated temperatures.

_____ Please be sure that all lights are turned off, and all doors are locked upon departure of the facility.

Attendant attest that all rules and regulations have been implemented, and Depot fixtures, floors, restrooms, kitchen, and hall area were free of debris—swept and mopped as required and trash removed from premises.

Attendant's Signature

Date

Deposit Reimbursement: Name: _____

Organization: _____

Date Received: _____ Chk# _____

Signature: _____

Revised 05/05/2015